

Magazine Processing Procedure

Revised March 29, 2006

Preparation

- Remove all loose subscription cards
- Sort magazines into adult, YA, and J
- Place library address labels on issues if needed
- Stamp current date on address label
- Place item barcode in lower section of each cover

Cataloguing

- In Polaris open Cataloging
- Open record sets
- Type in “mag” for magazine and then enter
- Using the correct year find the magazine on the alphabetical list, click to open the bibliographic record
 - December2005/January2006 issues are catalogued in the next year (2006)
- To create a new item record click on links to reveal create tab, extend to select item record
- On template **name/owner** click the drop down arrow and select by clicking on Magazine, Magazine J, or Magazine YA for the appropriate magazine you are processing. (By selecting “M” you will go directly to magazine on the list.)
- Choose **OK** at the bottom of the window
- You are now in **New Item Record**
- Scan in the magazine barcode you have attached in item **barcode panel**
- On the sidebar go to the second icon for holdings and click to move to the second page
- In area named **Classification Number** delete the word “date” and type in the date of the magazine
 - March 21, 2006 for weekly magazines (abbreviate month as necessary)
 - March 2006 for monthly (abbreviate month as necessary)
- On the sidebar click the bottom box, “statistics”
- Enter replacement price in price panel – currently all magazines are \$5.00 – do not use \$ sign.
- Save record
- Repeat the process for any additional magazines
- When processing Juvenile or YA magazines in **name/owner** remember to choose magazine J or magazine YA as appropriate.

Finishing

- Check in all processed magazines – this will take them off in-process
- Replace the current issue in the cover and place on the shelf
- Back issues should be stored in the flip up space behind the current issue
- YA and J magazines do not have covers.